

CLARKE COUNTY BOARD OF SUPERVISORS
April 15, 2003 Regular Meeting 9:00 a.m.
Board of Supervisors' Meeting Room

At a meeting of the Board of Supervisors of Clarke County, Virginia, held in the Board of Supervisors' Meeting Room, Second Floor of the Circuit Courthouse, 102 N. Church Street, Berryville, Virginia on Tuesday, April 15, 2003.

Present

Chairman John Staelin, Vice Chairman Shenk, Supervisor Byrd, Supervisor Dunning and Supervisor Hobert.

Also Present

Bob Childress, Ricky Pope, Ed Breslauer, David Nelms, Alison Teetor, David Ash, Charles Johnston, Val Van Meter, Jerry Herrmann and other citizens and members of the press.

Call To Order

Chairman Staelin called the meeting to order at 9:10 a.m. in the Board of Supervisors' Meeting Room of the Circuit Courthouse.

Adoption of Agenda:

Add to Miscellaneous: Announcements, Chairman Staelin
Add to Miscellaneous: Millwood Update, Alison Teetor
Add to Miscellaneous: Space Study, Supervisor Hobert
Add to VDOT: Update on Heavy Trucks on Secondary Roads Issue, Supervisor Dunning

Supervisor Byrd moved to adopt the agenda as modified. The motion carried by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Shenk	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Hobert	-	Aye

Approval of Meeting Minutes:

Continued Meeting: March 13, 2003
Regular Meeting: March 18, 2003
Public Hearing: April 1, 2003

Supervisor Hobert moved to accept the meeting minutes for March 13, 2003; March 18, 2003 and April 1, 2003 as written. The motion carried by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Shenk	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Hobert	-	Aye

Consent Agenda

Northwestern Regional Juvenile Detention Center Resolution

David Ash presented a brief overview of the following resolution explaining that this was in recognition of the 5th anniversary of the Northwestern Regional Juvenile Detention Center.

RESOLUTION

WHEREAS, the Boards of Supervisors of Clarke, Page, Warren, Shenandoah and Frederick Counties and the Common Council of the City of Winchester do hereby recognize the 5th anniversary of the **Northwestern Regional Juvenile Detention Center** which opened December 8, 1997; and

WHEREAS, the Supervisors and Council members wish to hereby record their appreciation for the numerous accomplishments of the **Northwestern Regional Juvenile Detention Center Board, Superintendent and staff** during their first five years; and

WHEREAS, these members thank City of Winchester Mayor **Larry T. Omps** who has served as Chairman of the Board since its creation, and the **Board Members** who have adroitly led the Juvenile Detention Center Board in efforts to provide policy guidance and leadership for the Superintendent and staff; and

WHEREAS, the Supervisors and Council members congratulate Juvenile Detention Center Superintendent **Robert S. Hurt** who has faithfully and diligently served the Center since its opening, and who has been integral to the opening of the Center, selecting the excellent staff, and developing the policy and procedures necessary to efficiently run a facility for detained youth; and

WHEREAS, these members do hereby record their appreciation to the **staff members** of the Juvenile Detention Center for their dedication to the facility and their caring efforts to work with the detained youth in our communities, and recognize the following staff members who have been with the Center since its opening—**Teresa Byrne, Janet Easterday, Shelby Feathers, Michele Hackney, Tammy Link, Erin Maloney, Mary-Helene Monroe, Kenneth Redman, Charles Shetler, Stephen Shiley, James Stevenson, Vincent Thompson and Duane Welsh**;

WHEREAS, we look forward to **many more years** of the type of quality service to our communities that we have witnessed in the Center's first five years;

NOW, THEREFORE, BE IT RESOLVED that the Boards of Supervisors and Council members, on behalf of the citizens we represent, do hereby record our appreciation to the **Northwestern Regional Juvenile Detention Center Board of Directors, Superintendent and staff** for their exemplary service to the youth of our communities and wish them a Happy 5th Birthday; and

BE IT FURTHER RESOLVED that the Clerks of the Boards of Supervisors and City Council are hereby directed to prepare an attested copy of this resolution for presentation to the **Northwestern Regional Juvenile Detention Center**.

ATTEST: April 15, 2003

John Staelin, Chairman
Clarke County
Board of Supervisors

Designation of Agent – FEMA Grant

David Ash provided an overview of the FEMA Grant. He stated that the Clerk to the Board of Supervisors was originally named as contact. However, upon the suggestion of FEMA, the agent should be the financial officer. Mr. Ash put forth the Tom Judge as the agent for both the County and the Schools, since he has access to the accounting records for both. As County Administrator, Mr. Ash will work Mr. Judge on this grant and will be present at the meeting.

Hickory Hill – Emergency Services Grant

David Ash distributed a copy of the contract to the Board of Supervisors. He stated he had read the contract and was recommending approval. Hickory Hill is a consulting firm and recommended by the Virginia Department of Emergency Management.

Vice Chairman Shenk moved to approve the Consent Agenda.

The motion was approved by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Shenk	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Absent
Supervisor Hobert	-	Absent

Citizen Comment Period

No citizens appeared to address the Board.

Virginia Department Of Transportation
- Bob Childress, Assistant Resident Engineer

Bob Childress appeared before the Board to present the monthly update. Mr. Childress complimented Chairman Staelin’s representation of Clarke County at the VDOT Primary Highway meeting.

He stated the plans for Jack Enders Boulevard were to be reviewed and he will provide the Board a copy of the revised plans as soon as they are available. He would like to meet with the Board to discuss these prior to the conducting a public hearing on the matter.

For Route 636, David Ash and Supervisor Byrd will send a notification letter to the affected homeowners to solicit feedback. A determination will be required from the Board as to which plan should be followed and where to start. Mr. Childress stated homeowner yards and lots would be impacted.

Replacement of curb and gutter is in progress on Route 340 in Berryville. This is part of the VDOT maintenance program. Curb and gutter will be replaced from Taylor to Hermitage Boulevard. Also, repairs on the bridge over the Shenandoah River have begun.

Supervisor Dunning proposed abandonment of Route 644. David Ash indicated that he would speak with John Riley on this issue. Mr. Ash is currently working with John Riley, County Administrator for Frederick County, Virginia on the Route 660 closure.

Following discussion, **Supervisor Byrd moved to adopt the following resolution to serve public notice to close that portion of Route 660 as described below.**

The Board of Supervisors of Clarke County, in a regular meeting on the 15th day of April 2003, adopted the following:

RESOLUTION

WHEREAS, it appears to this Board that Secondary Route 660, from 0.43 mile North of Route 645 to the Frederick County line including the ford at the Opequon Creek, a distance of 0.17 miles, serves no public necessity and is no longer necessary as a part of the Secondary System of State highways.

NOW, THEREFORE, BE IT RESOLVED: The Clerk of the Board is directed to post and publish notice of the Board’s intent to abandon the aforesaid section of Route 660, pursuant to §33,1-151 of the Code of Virginia of 1950, as amended.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Commissioner of the Virginia Department of Transportation.

Recorded Vote	
Moved By:	<u>Supervisor Barbara Byrd</u>
Yeas:	<u>Five</u>
Nays:	<u>None</u>

A Copy Teste:

John Staelin, Chairman

Clarke County Board of Supervisors

The motion was approved by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Shenk	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Hobert	-	Aye

Heavy Trucks on Secondary Roads

Supervisor Dunning requested an update from Bob Childress on the issue regarding the transport of truckloads of rock over secondary roads in route to the Landfill. Mr. Childress stated he was as concerned as anyone regarding the damage to the roads. However, as long as the trucks are obeying the laws, i.e. observing speed limits, stops, etc., there is nothing that can be legally done to stop the traffic. Ricky Pope, local VDOT Supervisor, has had a crew out to repair some of the damage. However, these are just temporary fixes until the activity ceases, which should be by the end of May. Supervisor Byrd opined the roads have already taken a lot of punishment due to the severe winter.

Business Park

Supervisor Dunning brought up issues regarding the road in the Business Park. Mr. Sours had relayed that VDOT changed the requirements, which will add additional, unbudgeted expense. Mr. Childress stated that tests were run to determine soil strength and the requirements were increased due to the characteristics of the soil, which is clay based. These revised requirements are consistent with the Phase 1 requirements for the Business Park road.

Further, Supervisor Dunning stated it had been brought to his attention that there were some problems with VDOT changing requirements after approving the site plans for Business Park owners. Mr. Childress indicated that he would follow up on this issue. He put forth the possibility that site plans may not have been received prior to breaking ground.

Chairman Staelin requested David Ash to follow up either with the Town of Berryville or Chuck Johnston about any issues surrounding timely receipt of site plans to VDOT involving any Business Park owners.

Chairman Staelin queried Mr. Childress as to the timing for the relocation of Route 601. Mr. Childress stated that meetings were scheduled for later this month. Mr. Staelin indicated that the Board had previously asked that mountain standards be used for this road.

Set Public Hearing – Rezoning RZ-02-02
- Charles Johnston, Planning Administrator

The Clarke County Board of Supervisors requests the rezoning from the Agricultural-Open Space-Conservation (AOC) Zoning District to the Highway Commercial (CH) and Historic Access Corridor Overlay District the properties identified as Tax Map Parcels 27A-((A))-7, 27A-((3))-A, B, & C, 27A-((A))-20 (portion), 27-((A))-10 (portion), and 27-((A))-12 (portion), totaling approximately 23 acres, located at the intersection of Routes 277, 340, and 522, Greenway Magisterial District, and as described in the Double Tollgate Area Plan. (RZ-02-02)

Chuck Johnston provided a brief overview of the above-described matter and provided aerial photographs. Chairman Staelin requested David Ash write a letter of thanks to Bonnie Jacobs for the photographs.

Supervisor Hobert moved to set the matter for public hearing on May 13, 2003, at 10:00 a.m. or as soon thereafter as the matter may be heard

The motion carried as follows:

- Chairman Staelin
-
- Aye
- Vice Chairman Shenk
-
- Aye
- Supervisor Byrd
-
- Aye
- Supervisor Dunning
-
- Aye
- Supervisor Hobert
-
- Aye

Set Public Hearing – Text Amendment TA-03-01

- Charles Johnston, Planning Administrator

The Clarke County Board of Supervisors will consider the amendment of the: Clarke County Zoning Ordinance, Sections: 3-C-3 Supplementary Regulations for Development in Annexation Area B, and 9-B Definitions, so as to clarify the definition of Critical Environmental Areas and establish a definition for the term ‘Net Developable Acre’ in the Berryville Annexation Area. TA-03-01

Chuck Johnston provided an overview of the above matter. He indicated that Robert Mitchell, County attorney, had recommended the addition of a definition of the term “net developable acre”.

Supervisor Hobert moved to set the matter for public hearing on May 13, 2003, at 10:00 a.m. or as soon thereafter as the matter may be heard

The motion carried as follows:

- Chairman Staelin
-
- Aye
- Vice Chairman Shenk
-
- Aye
- Supervisor Byrd
-
- Aye
- Supervisor Dunning
-
- Aye
- Supervisor Hobert
-
- Aye

Ratification Of Committee Action

Board of Supervisors Work Session

The regular Board of Supervisors Work Session was not held for the month of April 2003.

Personnel

Appointment to Authorities, Boards and Commissions:

Committee/Board	Appointee	Expiration Date
Clarke County Library Advisory Council	Maxine Zimmerman	4/15/07
Maxine Zimmerman is a new appointee replacing John Milleson on the Clarke County Library Advisory Council. This is a four-year term beginning 4/15/03.		
Conservation Easement Authority	Jane Radford	12/31/05
Jane Radford is reappointed to her second term on the Conservation Easement Authority. This will be a three-year term beginning December 31, 2005. Note: a clerical error caused a delay in the reappointment.		

Thomas McFillen is currently the Planning Commission representative on the Conservation Easement Authority and his term expires April 30, 2003. Prior to making any decision, Chairman Staelin will seek direction from Mr. Smalley, Planning Commission Chair. Therefore, Chairman Staelin postponed action until the May 13, 2003 Board of Supervisors meeting.

Supervisor Byrd moved to accept in whole all the appointments as presented.

The motion carried as follows:

Chairman Staelin	-	Aye
Vice Chairman Shenk	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Hobert	-	Aye

Review of Appointments and Commissions Database

The new database listing was reviewed and corrections noted. Vice Chairman Shenk made the suggestion to include districts for those boards and committees that require this information for appointments such as the Planning Commission, Parks and Recreation Advisory Board, etc.

Clarke County Conservation Easement Authority

Following discussion, **Supervisor Dunning moved to have Supervisor Hobert and Supervisor Byrd approach the Town of Berryville regarding the addition of a person to the Clarke County Conservation Easement Authority and to submit names for consideration to the Clarke County Board of Supervisors.**

The motion was approved by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Shenk	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Hobert	-	Aye

Finance

No. 1 Contingency Transfers. David Ash stated he had reviewed the requests and recommended the transfers.

No. 2 Supplemental Appropriations. This supplemental appropriation is a direct result in cuts in State funding. Mr. Ash put forth this was an important study. Chairman Staelin explained that this money would complete the fourth year of the program. It was recommended that this appropriation be granted.

No. 3 Request for Refund of Fees Paid to the County by Free Medical Clinic. The Free Medical Clinic conducts the Tunes and Tastes Festival and this \$100 fee was charged for the Special Entertainment Permit. Mr. Ash stated the County has not refunded fees before. Chairman Staelin stated that the County contributes approximately \$7,000 per year to support Our Health, which funds the Free Medical Clinic. This action is not recommended.

Supervisor Dunning moved to accept in whole all the recommendations:

The motion carried as follows:

Chairman Staelin	-	Aye
Vice Chairman Shenk	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Hobert	-	Aye

Project Update

- David L. Ash, County Administrator

Mr. Ash stated that all outside projects have been delayed due to the weather.

Courthouse Renovations:

The contractors have been contacted regarding the unfinished yard. They stated the rain has kept them from finishing. Chuck Johnston put forth that SPN had relayed to him they want to complete the lawn, the concrete and asphalt work at one time. Supervisor Dunning put forth complaints that the carpets in the Courthouse were soiled due to the mud tracked in from the incomplete work. Mr. Johnston stated that he was brining in persons to clean the carpet and/or replace as necessary. The cost of this cleaning/replacement will be held from the final payment to the contractor.

Supervisor Dunning opined if the contractor did not complete as soon as possible, another contractor should be sought to finish the remaining work

Supervisor Dunning put forth that he had seen County employees smoking in the Arcade of the renovated courthouse. He requested that Mr. Ash speak to the Sheriff regarding enforcement of the No Smoking Policy and also the Constitutional Officers about the alleged infraction.

Soccer Field:

Vice Chairman Shenk stated due to the weather the soccer field could not be seeded so they may have to wait another year before it can be used.

Communications Tower:

A county-wide test will be conducted.

USGS Quarterly Report

- Alison Teetor, Natural Resource Planner

David Nelms appeared before the Board of Supervisors to present the Quarterly USGS Report. Mr. Nelms stated that they have installed a transducer at the Prospect Hills Spring and they were very interested in obtaining data from this source. What they are developing now [currently measuring pressure] is a rating curve to equate flow rate to height. They are also taking field parameters, which give different details that help to determine what factors may be impacting water levels.

Mr. Nelms told the Board he has put in an application requesting additional money so they may acquire more data. He indicated, if the application were approved, his time and the site set up would be free. He will have to work on this at a secure facility in Reston.

Mr. Nelms attended a USGS meeting for those working in the Valley. They have come up with a proposal for the Eastern Region, which was submitted. This proposal includes persons from different disciplines, providing a wider scope. One of these persons is a fractured-rock geologist and is very interested in studying this area. Mr. Nelms should know whether the proposal has been accepted sometime in May 2003. If the proposal is accepted, it will make the project more formal and will provide more attention to the Clarke County area.

Another plus, if accepted, is the mapping of sinkholes. The study would include very detailed mapping of sinkholes. They have an expert with 27-years experience who is capable of evaluating and interpreting the imagery to determine the presence of sinkholes.

Mr. Nelms stated the drought is over. Most wells in the State have returned to normal or above or have risen. He said we have almost gone from one extreme to the other with water everywhere. He told the Board Blandy was back at normal levels. He stated measurements taken in December 2002 after the first snowstorm and the ice storm showed that water levels

at Blandy shot up. When measurements were taken in January 2003, the levels were higher than the October 2002 readings. The Northwest region of the County had the highest level of change. That is where it had been the driest. He stated they had seen twenty- to thirty-foot fluctuations in a matter of months to which he was unaccustomed. He further stated that sink holes can put water into the ground quickly.

Supervisor Dunning extended his compliments to Mr. Nelms for his presentation on the subject which was informative and of apparent interest to all those assembled. Supervisor Byrd expressed her gratitude to the County for implementing this study.

Supervisor Hobert queried Mr. Nelms on where the County could go with the information gathered and how it could be used. Mr. Nelms informed the Board there was a website with this data including color graphics like those distributed with the quarterly report. This website is getting more than two thousand "hits" per quarter. USGS and the County could involve the schools, the press, distribute fact sheets and conduct other outreach programs. Supervisor Hobert stated he would like to see how the results would be applied and reported.

Bills And Claims

- Philip Shenk, Supervisor

Vice Chairman Shenk reviewed the Bills and Claims for the month of April 2003 and found all to be acceptable.

Vice Chairman Shenk moved to accept the Bills and Claims as presented for the month.

Approval of the motion was by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Shenk	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Hobert	-	Aye

Discharging Firearms in Densely-populated Areas

- A.R. Dunning, Jr., Supervisor

Mr. Ash stated that County Attorney, Robert Mitchell, had provided an analysis of the law but it was not complete.

This being the last Board of Supervisors meeting for Vice Chairman Shenk he wished to express his view on the topic. He stated this ordinance could not prohibit hunting but it could prohibit target practice. He also put forth that Clarke County does have a deer problem and he would request the Board to exercise caution when deciding this matter.

Chairman Staelin continued the discussion to the next regularly scheduled meeting of the Board of Supervisors.

County of Clarke – New Hire Freeze

- A.R. Dunning, Jr., Supervisor

Supervisor Dunning stated he has wanted a hiring freeze for County employees for the next two years. He cited problems with the economy and his desire for the County to be seen as a leader in controlling costs. He cited the space needs the County already faces and adding more employees would only increase the need.

Vice Chairman Shenk disagreed with the hiring freeze stating the Board already reviews new positions prior to being added to the budget. He sees this as adding layers of bureaucracy.

Supervisor Hobert queried those present as to the actual number of new positions created by the County over the past five years. Mr. Ash stated there has been an addition of an Information Technician, which is still in the review process. There have also been additions to Dispatch and Emergency Medical Services. The 911 staff was increased to allow for two-persons per shift in a department manned 24-hours per day. No new clerks or deputy sheriffs have been added. The County employs a large number of part-time employees in Parks and Recreation Department. Part-time employees are also used in the Gypsy Moth Program and the Commissioner of the Revenue's Office.

Chairman Staelin noted the proposed resolution states that there would be a moratorium. However, it also describes ways to go around the moratorium and sites practices that are already in place. Mr. Staelin stated that he felt the resolution would not add any value to the process.

Report – Economic Development

- John W. Sours, Jr., Director Economic Development

John Sours appeared before the Board to summarize the monthly report of the Economic Development Office. Mr. Sours distributed the new Resident's Guide to the Board. Today 7,500 Resident's Guides were delivered to Linda Coumes, Treasurer, for distribution with the local tax bills.

Chairman Staelin requested Mr. Sours have the listing of non-profits and community groups ready by the time the Guides were mailed, which should be the first week of May. Mr. Sours stated that he was working on this and they would be placed on the website including name, contact and description of service[s] provided. These will be added with the approval/consent of the organization.

Supervisor Hobert asked Mr. Sours if there were any problems at the Business Park regarding the roads and VDOT approval. Mr. Sours stated he did not have a firm figure yet for the cost of the additional requirements to the Business Park road. Once he gets the price, he will submit an appropriation to cover the increased cost. Mr. Sours informed the Board that he was aware of two cases in the Business Park where the engineer for the property owner failed to take into consideration the grading. He stated that VDOT approves the site plans generally but the on-site inspectors can make changes. The Dawson property is one of those cases and they will be responsible for payment of the road costs.

There was additional discussion on the opening of the hardware store, the valuation of the horses in Clarke County and the number of supportive activities to the horse industry.

Miscellaneous Items

Millwood Management Plan

Alison Teetor, Natural Resources Planner, explained to the Board that only the schedule was changed due to the weather. Mr. Ash stated should the rains continue the schedule might be changed again.

Vice Chairman Shenk moved to approve the changes to the Millwood Management Plan.

The motion was approved by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Shenk	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Hobert	-	Aye

Space Study

Mr. Ash distributed the Notice of Termination sent Robert Mitchell, County attorney, to Allen Properties. Dr. Allen did not wish to grant a continuation without making the deposit non-refundable. Therefore the County terminated the contract. The Notice of Termination requests the return of the \$20,000 deposit.

Supervisor Hobert stated that professional help should be brought in to aid in the study. He opined the County’s space needs are a problem and have been discussed for a long time without much progress. He requested that David Ash put together a flow chart detailing the options.

Vice Chairman Shenk advised that the County should secure an engineer to get professional advise on the feasibility and cost of an addition to the Circuit Courthouse and to meet with the Town of Berryville on a joint building. He opined that the Board needs an expert to give them firm figures.

Supervisor Byrd stated that the Space Study Committee was losing one of its members with the departure of Philip Shenk from the Board of Supervisors. She also put forth that the County should include additions to the Sheriff’s building in the study. Supervisor Byrd would also include a review of the Berryville Primary School site.

Chairman Staelin continued discussion of this topic to the next regularly scheduled meeting of the Board of Supervisors or the next Work Session. Mr. Staelin instructed Mr. Ash to look at scheduling this issue.

Personnel Evaluation of County Administrator

Chairman Staelin reminded the members of the Board that he needed feedback from them to complete the annual personnel evaluation for David Ash. He stated he would call them or they could provide him with a written report.

Summary Of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Send letter and copy of Route 660 Resolution to John Riley.	David Ash
2.	Advertise Route 660 pubic hearing in Clarke Times Courier	David Ash
3.	Speak with John Riley about proposed abandonment of Route 644.	David Ash
4.	Follow up on complaints from the Business Park on changes being made after VDOT has approved site plan.	Bob Childress
5.	Follow up either with the Town of Berryville or Chuck Johnston about any issues surrounding timely receipt of site plans to VDOT involving any Business Park owners	David Ash
6.	Coordinate with Supervisor Byrd mailing to affected persons in the Route 636 project area.	David Ash Barbara Byrd
7.	Advertise public hearings for TA-03-01 and RZ-02-02.	David Ash
8.	Send appointment letters.	David Ash
9.	Make corrections to Appointments and Comments database and add district information, where applicable.	David Ash
10.	Follow up on FEMA Grant naming Tom Judge as agent	David Ash
11.	Follow up on contract with Hickory	David Ash
12.	Write thank you letter to Bonnie Jacobs for aerial photos.	David Ash

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
13.	Follow up on smoking in arcade of the Old Courthouse.	David Ash
14.	Place on May 13 Board of Supervisors Agenda continued discussion of Space Study and Discharge of Firearms in Densely-populated Areas.	David Ash
15.	Schedule Work Session devoted to space study.	David Ash
16.	Compile a chart detailing options for space study.	David Ash
17.	Contact Robert Smalley, Planning Commission, on Conservation Easement Agreement for the term expiring 4/15/03	John Staelin
18.	Compile list of non-profits and community organizations including contact and description of service.	John Sours
19.	Coordinate with SPN completion of Courthouse project and have carpeting in courthouse cleaned/replaced and billed to SPN	Chuck Johnston
20.	Contact Town of Berryville to request names for consideration for the new vacancy on the Economic Development Advisory Committee and submit to the Board of Supervisors Personnel Committee.	Barbara Byrd Mike Hobert

Next Meeting:

The next meeting of the Board of Supervisors is set for May 1, 2003 at 7:30 pm in the Board of Supervisors Meeting Room at 102 North Church Street, 2nd Floor, Berryville, VA 22611.

Adjournment:

There being no further business to be brought before the Board the Chairman adjourned the meeting at 12:01 p.m.

ATTEST: April 15, 2003

John Staelin, Chairman

David L. Ash, County Administrator